

# VACANCY ANNOUNCEMENT

AMERICAN CONSULATE, FRANKFURT AM MAIN

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| Announcement<br>No. 73-04 | Vacancy Announcement: Rover Escort | Date: August 3, 2004 |
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**OPEN TO:** Appointment Eligible Family Members (AEFM) and  
Not Ordinarily Resident (NOR) U.S. Citizens

**POSITION:** Rover Escort

**SECTION:** American Consulate General; Frankfurt, Germany

**OPENING DATE:** August 3, 2004

**CLOSING DATE:** until filled

**WORK HOURS:** WAE (when actually employed)

**SALARY:** US \$24,075 p.a. (FP-9)  
(Final Step to be confirmed by Washington)

**Security Requirement:** Applicant must be able to obtain a Secret Security Clearance.

**Eligibility:**

Applicant *must* be the Eligible Family Members (EFM spouses or dependents) of a diplomatic direct-hire Consulate employee or active duty military employee. U.S. Mission employees serving a probationary period are not eligible to apply.

**BASIC FUNCTION OF POSITION**

Provide escort services in the Executive, Consular, Administrative, Security, Courier, Information Management and Procurement Offices (as well as others) during the absences of the full-time American (FS, PSC, PSA, EFM) employees who provide such support or in the event of special projects requiring temporary employees. Serve as cleared American escort for all situations requiring same, to include escorting non-cleared personnel into CAA areas, escorting randomly procured items from point of procurement into controlled Access Areas (CAA).

**QUALIFICATIONS REQUIRED**

**Note:** All applicants are instructed to address all 'required qualifications' detailed below with specific examples and comprehensive supporting information. Only applications that address all 'required qualifications' will be considered eligible. The successful candidate may be hired at a lower grade level (training level) dependent upon their personal qualifications, background and prior experience.

1. **EDUCATION:** Must be a High School graduate or equivalent
2. **EXPERIENCE:** One to two years of work experience in business/office work, which required use of detailed procedures and practices.
3. **LANGUAGE:** English: Speaking/Reading/Writing: Level 4 (fluent).
4. **KNOWLEDGE:** Basic knowledge of duties, priorities and policies of State Department offices.
5. **SKILLS:** Individual must hold a valid German or International drivers license.

6. ABILITIES: Ability to effectively communicate orally and in writing with all levels of personnel.

### SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in their application.

### ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Applicants will be required to undergo both a medical and security clearance prior to employment.
4. Applicants must be eligible for employment under host government laws and regulations.
5. Applicant must be able to obtain a Secret Clearance.
6. Applicant must hold a valid German or international drivers license.

### TO APPLY

Interested candidates for this position should submit an "Application for Federal Employment" (DS-1950) and may include documentation (e.g. essays, certificates, awards, copies of degrees earned) that address the minimum requirements of the position as listed above. The DS-1950 may be obtained from the Human Resources office or through the Military Human Resources Offices.

### SUBMIT APPLICATION TO

American Consulate General  
Human Resources Office  
Attention: Jodi Brandenburg  
Siesmayerstrasse 21  
60323 Frankfurt

### POINT OF CONTACT

Jodi Brandenburg  
Telephone: (069) 7535-3476  
Fax: (069) 7535-3477  
E-Mail: brandenburgjl@state.gov

### DEFINITIONS

1. **Appointment Eligible Family Members (AEFMs):** is an Eligible Family Member (EFM) who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets *all* of the following criteria:
  - U.S. citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority;
  - Is resident at the sponsoring employee's or uniform service members' post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad;
  - And does **NOT** receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniformed services.
2. **Eligible Family Member (EFMs):** Family members at least age 18 and listed **on the travel orders** of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority but who do not meet the definition of AEFM above.
3. **Members of Household (MOH):** A MOH is a person who 1) has accompanied, but is not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of

his/her household; and 3) Will reside at post with the sponsoring employee. This category may include: unmarried partners of the same and/or opposite sex, parents, and other relatives or adult children (21 and over) who fall outside the Department's current legal and statutory definition of EFM.

4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and residency permit for employment in country.
5. **Not Ordinarily Resident (NOR):** A non-host country citizen (U.S. citizen or foreign national) who, although legally resident in a host country, is not permanently resident. U.S. citizen EFMs and Members of Household of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law.

CLOSING DATE FOR THIS POSITION: until filled  
An Equal Opportunity Employer